
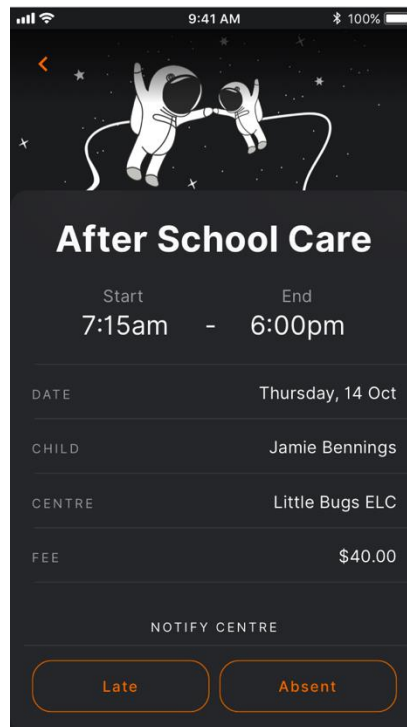


Xplor: Notifying Your Centre: Late or Absence Notices

1. Click on the  icon on booking to view more details.
2. The details of the bookings will become available. This screen has two buttons, 'Late' or 'Absent'



Select the relevant button to notify your centre of the status of the booking.

Troubleshooting:

If no bookings display, pull down the top of the page to refresh the timeline.

If no children display, this is likely the result of 1 of 2 things:

- The internet connection is unstable. Close the app, check your connection. Once working, open the app and pull down the screen to refresh the timeline.
- If the problem persists, it may be due to the profiles not being set up correctly. Contact the child care administrators to check the profile settings through their office platform.